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GRADUATE SCHOOL
CONTINUING EDUCATION
FOR THE FEDERAL
COMMUNITY

Newsletter

CALENDAR OF EVENTS

October 1

7

Note: Departmental meetings for faculty and committee members will be held throughout October. These will be by invitation.

ANNUAL REPORT

Highlights of the Year

Total enrollments for the year, in all programs, was 24,566.

A major activity was a comprehensive self-study of the Graduate School. To evaluate our present programs and activities, and to get suggestions for the future, we asked faculty, students, committee and staff members, and more than 200 employee

training and development officers to complete specially designed questionnaires.

We were gratified by the responses, many of which were quite complimentary as to the practicality and relevancy of the educational opportunities we provide. All returns were anonymous.

Suggestions for the future direction of the school and for improvements in some areas are now being actively considered by faculty, committee, and staff members and our General Administration Board.

The General Administration Board was forced to raise tuition rates this year because of general cost increases, postal rate increases, and faculty and staff pay raises.

John Andrews was named to head the

THE WHITE HOUSE
WASHINGTON

The Western White House
San Clemente

August 21, 1969

Dear Mr. Holden:

It was kind of you to send me your congratulations on my August 13 message to the Congress about intergovernmental fiscal relations as well as the copy of Federalism Today. As I am sure you anticipated, I was interested and pleased to note the many parallel lines of thought between the concepts expressed in my message and the arguments advanced by several of the lecturers in your series and particularly by Bob Merriam.

With my best wishes,

Sincerely,

Mr. John B. Holden
Director
Graduate School
Department of Agriculture
Washington, D.C. 20250

Independent Study Program, the new name assigned to what we previously called our Correspondence Program. We made plans to broaden the functions of this program to include individual independent study, whether by mail or in residence.

Evening Program

Evening Program course registrations totalled 16,884 and represented a wide spectrum of interests in a variety of subjects.

Evidence of student interest in the evening courses was the fact that 67 Certified Statements of Accomplishment were awarded in 13 fields.

In Biological Sciences, a special program in Natural History Field Studies was offered in cooperation with the Audubon Naturalist Society of the Central Atlantic States, Inc.

Improving reading ability and writing, including English for foreigners, together with courses leading toward a Certified Statement in editing and library techniques, accounted for many enrollments in Languages and Literature.

Mathematics, statistics, and automatic data processing courses remained popular, reflecting the fact that the largest single group of enrollees was from research and development, computing, and engineering companies.

Courses in shorthand, administrative procedures, supervision, and personnel procedures were particularly popular among those offered by the Department of Office Techniques and Operations.

In the Physical Sciences, the many course offerings attracted both scientists, seeking refresher training, and other personnel working in scientific fields.

Courses in Public Administration, as always, attracted large numbers of students, especially in accounting and financial management, personnel administration, procurement, legal administration, management and management analysis, and in general academic subjects.

In the Social Sciences, courses ranged from those in classic economics to ones on urban problems, African development, and environmental pollution. In Human Relations, the range was even wider, including many psychology courses and such diverse subject matter as semantics, research methodology, brain models, racial conflict, and poverty programs. A new section on International Relations offered courses on international conflict, Russia, China, Africa, and American diplomatic history.

Department of Technology courses in Engineering, Surveying and Mapping, Fine and Applied Arts, and Photography remained popular, both with Federal employees and those outside the Federal establishment.

Special (Day) Program

Enrollments in Special Programs courses increased by over 1400, totalling over

5800 for the year. New courses introduced for the first time included: Seminar on the Future, Critical Issues and Decisions at the Smithsonian Institution's conference center - Belmont; Management Development for Federal Managers at GS-12 and 13 levels; The Successful Supervisor; Advanced Supervision; Art of Delegation; Managing Management Time; Executive Secretarial Seminar; Contract Termination; Recent Trends and Aspects of Federal Contract Law.

A new Systems Approach to Training was also offered along with new courses in Office Space Layout; Briefing, Interviewing and Presentation Skills; a course to help participants improve their dictation skills plus eight new courses in the computer and management sciences.

Under contract, courses were conducted at Robbins Air Force Base in Georgia; the Naval Air Station in Patuxent, Maryland; Ft. Devens, Massachusetts; and at Goddard Space Flight Center.

In cooperation with the Bureau of Census, USDA, AID and the Food and Agricultural Organization of the U.N., approximately 50 adults from almost as many countries received full-time training for nearly a year to help prepare them for conducting the 1970 World Census in Agriculture.

Several courses were conducted on site for a number of federal and local government agencies in the Washington D.C. area.

Independent Study Program

Active students during the year totalled 3,773, including 1,881 new students enrolled in 26 courses. Interest in the television course, Success in Supervision, continued, with 189 registrations.

A new course, Electrical Wiring, was added during the year and a contract was signed with the Forest Service to develop five modular courses for the Forest Service Independent Study for Leadership Program.

Student lessons serviced by the staff during the year totalled 12,327.

Press, Information, and Library Services

Books published or sent to press during the year by the Graduate School Press included:

Federalism Today, which includes the papers presented in our 1969 spring lecture series, went to press in June. (Ed. Note: It is now available in the bookstore, at \$2.75 for the paperback and \$4.50 in hard covers.)

Providing Quality Environment in Our Communities was published in November 1968. Accounting Systems in U. S. Government Agencies, published in September 1968, was compiled by Thomas C. Canada for his course, "Federal Government Accounting." Plans were made to revise and redesign the Publications Catalog to make it a better sales tool, at the suggestion of the Committee on Publications.

All titles sold by the Graduate School Press are now listed in Books in Print, published by R. R. Bowker Company. In addition, Graduate School Press titles were

advertised in the Publishers Trade List Annual and the Library Journal. These one-page advertisements resulted in substantial increases in sales.

Because the National Agricultural Library, which houses and services the Graduate School Library Collection, has moved to its new building in Beltsville, it was necessary to plan changes in the service to faculty and students. It may be possible to have open stacks and to extend the hours to at least 6:30 p.m.

Business Operations

The Business Office was aided by the audit firm, Peat, Marwick, Mitchell and Company, in implementing new work methods and equipment to provide a better control of the financial operations of the school and a more detailed analysis of the operating budget.

The Office entered into an agreement with the Computing and Software Co. to prepare a report and interpret to management a plan to automate student registration, budget analysis, cost system, payrolls and billing operations, and bookstore inventory. This report is due on October 1, 1969.

Plans were made to enable the Graduate School to acquire additional space for conversion into conference rooms. The bookstore was moved from Room 1419 to 1404.

GOALS FOR 1969-70

1. To offer selected evening courses at locations where government employees are concentrated - such as Rosslyn and Crystal Plaza.
2. To serve more field employees and those in isolated locations by increased efforts to individualize learning through the use of programmed and multi-media approaches to teaching.
3. To plan changing from the semester to the quarter system.

CERTIFICATES AWARDED

Thirty-three winners of Certified Statements of Accomplishment were honored guests at our September faculty luncheon, which featured also some inspiring remarks from Dr. Leon P. Minear, director of Vocational and Technical Education, U. S. Office of Education.

Another highlight was the announcement by Moses Crandell, representing the Society for Personnel Administration, that the Society had voted to award a \$50 scholarship each year to a Graduate School student for outstanding achievement in the field. In making its first award this year, however, Mr. Crandell announced, the Society decided that two students were tied for the honor: Anthony R. Loriso and Thomas C. Astin. Mr. Loriso was present to receive his award at the luncheon.

Dr. Minear, in his talk, outlined the changes that are needed in our educational system to meet the needs of today. Our present educational system, he pointed out, tends to replicate the existing society. In that society today there is an alarmingly large gap between the haves and the have-nots -- as well as between the education and training needed for today's occupations and that being provided.

"Occupational education," he said, "is the basis for public education in this country." Liberal arts, he added, probably represents an obsolete form of vocational education. What is needed today is to educate all people for a meaningful life and for the kinds of occupations that make that possible.

"We no longer accept the idea that schools should reject pupils," Dr. Minear said.

Whereas once there were alternatives to going to school - you could drop out and go to work in a factory or some such occupation or you could go into the military - today that is no longer feasible. You need a high school diploma for almost any job. Educational systems must be redesigned to recognize this fact.

"Schools can respond to the needs of society," the speaker said, "but they are apt to do so only at times of crises. We are now in such a period. Congressional studies have pointed up the fact that many schools today are not relevant to the needs of the people going through them. The system seems to be directed toward getting more people through graduate schools. Typical junior and senior high schools don't recognize the fact that people work for a living.



"We must now redesign our educational system so that we can bring up our young people - all our people - to take responsible positions in our society."

John R. Holden
John R. Holden



Anthony R. Loriso (left) receives from Moses Crandell the first scholarship to be awarded by SPA. Co-winner Thomas C. Astin was not present.



Receiving Certificates in Oceanography were, left to right, James A. Bushong, Eugene M. Russin, Ion V. Deaton, and Robert W. Seaton.



Present to receive their Certificates in Library Techniques were, left to right, Norman N. Barbee, Lenna H. Chadwich, and Glenwood S. Brown Jr.



Kathryn M. D'Elia and Julian Nelson received Certificates in Accounting.



Awarded Certificates in Public Administration were, left to right, John Alley, Joseph P. Andrews, Ethel M. Lawson, Harry C. Ways (with Honors), John W. Wright, and Anthony R. Loriso.



Fred S. Yamada was awarded his Certificate in Systems Design.



Winners of Certified Statements in Administrative Procedures included, left to right, Frank K. Thompson Jr., Mildred G. Richie, Birdie M. Artest, Mildred C. Shields, Doris L. Smith, and Gerald C. Livingston.



Among those receiving a Certificate in Natural History Field Studies were, left to right, Richard H. Wagner Jr., John F. Shuke, Catherine C. Smith, and John J. Wnuczek.



Editorial Practices Certificate awardees were, left to right, Martha R. Stephens, Mamie L. Washington, Richard R. Dier, Sarah K. Singer, and Diane H. O'Connor.



Juanita L. Scoggan was awarded a Certified Statement in the Graphic Arts.

